

**GENERAL DEFINITION OF WORK:**

Provides strategic leadership in the development, implementation and coordination of the School Division's Technology Plan, innovational practices, and integration of technology throughout the curriculum. Researches and implements innovative practices to ensure the effective use of technologies throughout the Division in teaching and learning. Work is performed under minimal supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provides division leadership regarding technology and innovative strategies in teaching and learning;
- Forecasts educational technology needs, requirements, and future direction for all schools throughout the Division;
- Collaborates with principals, departmental heads, and School Division staff to assess and respond to the impact of technology on teaching and learning;
- Serves as a coach and mentor to the current Instructional Technology Resource Teachers (ITRTs) to maximize their impact in support of teaching and learning;
- Provide leadership and facilitation of the infusion of educational technology into teaching and learning using education technology integration/innovation frameworks;
- Oversees the functionality, utilization, and administration of the division's learning management system;
- Responsible for leadership, management, and supervision for major division-wide and school-based innovative initiatives including project design and management through all phases of design and development to assure project costs remain within the funding allocation, to clearly define project scope so as to facilitate competitive procurement, ensure project schedule is maintained, as well as ensure project design is functional and cost effective;
- Supervises research & development of innovative practices and technology projects associated with teaching and learning;
- Reviews project deliverables to ensure they are consistent with the needs of stakeholders, to include analyzing impact of grants on student learning performance and teacher development;
- Provides division leadership regarding technology applications for teaching and learning and supports both professional (teachers and administrators) and classified instructional staff (instructional assistants) to assess needs, acquire and extend skills, and oversee integration of technologies with curricula, assessment and instruction;
- Provides leadership and guidance to the Department of Technology Services to support innovative technology acquisitions for research and pilots in teaching and learning;
- Support the Department of Technology Services in the development and maintenance of the division's Technology Plan;
- Provides educational technology leadership and guidance to central office staff, principals and library media specialists regarding the division's Technology Plan and related issues;
- Provides leadership for educational technology outreach projects, including out-of-school connectivity for students;
- Researches grant opportunities, facilitates meetings with national organizations and potential partners for collaborative projects to support the division's strategic plan;
- Serves as a division liaison with a variety of educational technology organizations at the state and local level;
- Keeps informed of emerging technologies and developments in the fields of technology and professional development associated with teaching and learning; and
- Performs other tasks as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Exceptional oral and written communication skills; strong leadership skills in support of school division Technology Plan and goals; strong analytical and problem-solving skills; comprehensive educational technology experience; knowledge of and experience in the use of educational technology integration frameworks such as TPACK, SAMR, and T3; comprehensive knowledge of professional development; proven expertise in the planning and implementing educational technology systems and professional development; proven abilities in complex project management which includes technology, space development, and professional learning; ability to perform educational technology systems analysis and needs assessments; ability to develop effective plans to meet educational technology needs; technical expertise with computer systems and complex networking equipment; eagerness to learn and apply new technologies; ability to write clear and concise reports; ability to present technical information to decision-makers.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with a master's degree in education or related field, supplemented by at least five years of related experience, to include managing a range of educational projects, implementing educational technologies in an educational setting, presenting and planning staff development for adult learners, and accountability of the acquisition of grants; Certified Educational Technology Leader (CETL) certification required or must be attained within in one year;

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.